



16-831

TITLE: Consider/Discuss/Act on a Resolution Authorizing the City Manager to Execute a Professional Services Contract for an Owner's Representative Services for Multiple Projects Managed by the Public Works Department's Facilities Construction Division

COUNCIL GOAL: Operational Excellence

MEETING DATE: August 16, 2016

DEPARTMENT: Public Works, Facilities Construction Division

CONTACT: Patricia L. Jackson, PE, Facilities Construction Manager
David T. Brown, PE, Director of Public Works

RECOMMENDED CITY COUNCIL ACTION:

- Approval of the Resolution.

ITEM SUMMARY:

- This Resolution authorizes the City Manager to execute a professional services contract for an owner's representative / program management services with the consulting firm of Aguirre Roden for multiple projects being managed by the Public Works Department's Facilities Construction Division and are currently in various stages of development and construction.
- The selected consultant firm, Aguirre Roden, submitted a fee proposal to provide professional owner's representative/program management services for selected projects in an amount of \$150,000 that equates to an average of 20 hours per week for 12 months with an estimated amount of reimbursables not to exceed \$15,000.

BACKGROUND INFORMATION:

- The Facilities Construction Division is currently managing more than 15 separate projects totaling more than \$70,000,000 in total costs, which vary in complexity and scope from a \$250,000 renovation project to a \$36,000,000 new construction project. Based on the current Capital Improvement Program (CIP), five additional projects are anticipated to begin within the next six months.

- Due to this increasing work load, it was determined that program management assistance is needed to ensure that these critical public projects are brought to completion within budget and on time. Also, the assistance is needed to ensure the City's expectations are met and that all City requirements are followed.
- It is difficult to predict with any particular degree of accuracy what project needs may arise on any given day. With multiple projects in various phases of planning, design and/or construction, competing interests for the Facilities Construction Manager's time enter into the equation for effective and efficient time management. The use of a professional services consultant for peak periods of project activity and specific project tasks would be very beneficial and would allow more concentrated efforts on critical and time-sensitive projects.
- As some projects have a short schedule and must be delivered by predetermined delivery deadlines, a program manager working on these projects needs to be experienced in all aspects of development related to design, construction, financing and management that are necessary to complete these projects, as well as have thorough knowledge of the City's practices, procedures, and requirements.
- The consulting firm of Aguirre Roden was previously chosen as the City's consultant for Owner's Representative/Program Management Services through a formal request for qualifications process, which was approved by the City Council in 2013. This firm was selected as the independent Owner's Representative by the City for the Gateway Hotel and Conference Center project.
- The consulting firm of Aguirre Roden was selected because they have the necessary resources within multiple disciplines to provide owner's representation on multiple public projects. The consulting firm has the available resources to meet the City's project needs. Their proposed project personnel have a wealth of owner's representation/program management experience in working with the City.

The following projects have been identified for these services:

<u>Number</u>	<u>Name</u>
FC1611	Downtown Parking Improvements - Various Locations
FI3244	Fire Station #9
LI1609	John & Judy Gay Library - Phase 2 (Expansion and site improvements)
IT1601	City Council Chambers A/V Systems Upgrade
Fund 32	Leased Spaces Renovation- 201 & 203 E. Louisiana (Relocation of the Human Resources Department)
Fund 32	Leased Spaces Renovation - 406 & 410 N. Tennessee (Relocation of the Code Department and the

FINANCIAL SUMMARY:

- This professional services contract will be funded by the project budgets listed above in the amounts of:
 - FC1611 for \$45,000
 - FI3244 for \$18,000
 - LI1609 for \$18,000 in FY16-17
 - IT1601 for \$27,000
 - Fund 32 for \$36,000 (Louisiana location)
 - Fund 32 for \$36,000 (Tennessee location)
- The attached Resolution authorizes a professional services contract for Owner's Representative/Program Management Services, with the consulting firm of Aguirre Roden for an amount not to exceed \$180,000, which will include potential changes to the scope of services should it be determined necessary.

BOARD OR COMMISSION RECOMMENDATION:

- N/A

SUPPORTING MATERIALS:

[Resolution](#)
[Proposal](#)